

8500

06/08/99

Revised

DEFINITION

DISTINGUISHING CHARACTERISTICS

REPORTS TO: City Manager

Receives general direction from the City Manager. Exercises administrative direction over professional, para-professional, technical, and clerical staff, as assigned.

Duties may include, but are not limited to, the following:

- Develop and implement goals and objectives.
- Supervise and participate in the establishment and implementation of organizational policies and procedures; monitor effectiveness of policies and procedures and make revisions and recommendations for improvement as necessary.
- Select, train, and evaluate assigned budget and research personnel.
- Manage the planning and assignment of work activities, projects, and programs.
- Review and evaluate work products, methods, and procedures.
- Manage and participate in the development and administration of the City's annual line item and program budgets.
- Conduct and coordinate complex research and analyses concerning organizational issues, operations, procedures, and policies; make recommendations for departmental and City policy.
- Coordinate budget and research activities with other City departments and outside agencies.
- Project, implement, and monitor revenue and expense related activities for City programs and contracted services.
- Prepare reports, statistical tables, charts, and graphs.

- Monitor financial trends; recommend fiscal policy to the City Manager.
- Oversee the development of schedules, formats, and procedures for budget preparation and control.
- Coordinate and participate in the review and analysis of departmental budget estimates; participate in the development of preliminary and final City budgets.
- Present and justify annual operating expenses and revenues, departmental budget estimates, and capital improvement budgets to the City Council.
- Coordinate budget conferences and make recommendations on budget requests.
- Monitor activities related to grants administration for the City.
- Represent the City Manager in budget and research matters, as required.
- Oversee and participate in the selection, training, supervision, and evaluation of professional, paraprofessional, technical, and clerical personnel.

QUALIFICATIONS

Knowledge of:

- Advanced principals, methods, and practices of public administration, municipal finance, accounting, and budget.
- Cost accounting procedures and practices and their relationship to budgeting.
- Research techniques, methods, and procedures.
- Principles and techniques of systems and procedures analysis.
- Personal computer operations and software applications used to create spreadsheets and analyze data in database form.
- Modern office management principles, practices, equipment, and systems.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Gather pertinent facts, make thorough analyses, and arrive at sound conclusions and projections.
- Analyze, interpret, and report research/analytical findings in a clear, complete, and logical form.

- Present ideas concisely and effectively, orally and in writing.
- Explain technical financial projections, analyses, budgetary, and accounting problems, in a simple, non- technical language.
- Operate a personal computer and applicable software programs.
- Manage, direct, and coordinate the work of professional, para-professional, technical, and clerical personnel.
- Select, train, supervise, and evaluate assigned staff.
- Interpret and apply federal, state, and local laws, policies, procedures, and regulations.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelor's degree from an accredited university with major course work in public administration, business administration, finance, accounting, or a closely related field. A Master's degree in a related field is highly desirable.

Experience: At least 5 years of experience in governmental budgetary, finance, and revenue analysis and projection activities, preferably in municipal government. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Management and Budget Director

TO: Assistant City Manager